



**Ethics Commission  
Minutes  
Black-Eyed Susan Conference Room  
Meeting No. 14-5  
Thursday, January 15, 2015 at 6:00 PM**

**Commissioners Present:** Eugene Thirolf, Kathleen Conway, Kris Dighe, Jaime Espinosa, Rosanne Hurwitz

**City Staff :** Debra Daniel and Payman Tehrani

**I. Convene**

Convene meeting.

**II. Approval of Minutes**

December 11, 2014 – Motion to approve minutes from December 11, 2014 meeting was made. The motion was made by Commissioner Dighe, seconded by Commissioner Conway, and passed unanimously.

**III. Review and approval of draft conflict of interest forms**

- a. Motion to approve Conflict of Interest Disclosure Form – Representing Private Interests Before Agencies or Courts was made. The motion was made by Commissioner Conway, seconded by Commissioner Dighe, and passed unanimously.
- b. Motion to approve Conflict of Interest Disclosure Form - Dealing with City When Interested was made. The motion was made by Commissioner Conway, seconded by Commissioner Hurwitz, and passed unanimously.
- c. Motion to approve Conflict of Interest Disclosure Form – Employment Restrictions was made. The motion was made by Commissioner Dighe, seconded by Commissioner Conway, and passed unanimously.

**IV. Chair Thirolf's report on information received at ethics training seminar provided by State Ethics Commission at State's Internal Auditor's Forum**

- a. Chair Thirolf spoke regarding his experience attending the State Ethic's Commissions training at the State's Internal Auditor's Forum.
- b. Chair Thirolf provided to the Commission copies of a power point presentation which was prepared by the State Ethics Commission for the State's Internal Auditor's Forum.

**V. Discussion of Commission's work plan including timeframe for completion of work plan.**

- a. Commission discussed developing training programs for elected officials, candidates for elected office and City employees on the City's Ethics Ordinance.
- b. Commission discussed topics and subject matters to explore in training program on City's Ethics Ordinance.
- c. Commission discussed developing online training and power point presentations, as well as a training program to be provided to newly hired City employees during orientation.

- d. Commission discussed developing training for employee related conflict of interest issues by June 30, 2015, tentatively.
- e. Commission discussed exploring and developing a budget for training programs.
- f. Commissioner Conway volunteered to draft and provide at the next Ethics Commission meeting a power point presentation concerning Ethics training.
- g. Commission discussed possibly moving the next meeting from February 12 to February 11 depending on whether a conference room is available.

#### **VI. Adjournment**

Motion to adjourn was made by Commissioner Dighe. The motion was seconded by Commissioner Espinosa, and passed unanimously.